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14 DEC 1972

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT: Personnel Reduction

1. The Agency has been instructed to reduce its staff strength 482 positions from our present ceiling by 30 June 1974.

2. Last Spring, at the time of the FY 1974 program review, each Deputy was asked to identify where he would make a five percent cut from the numbers then under consideration. Each produced a cut list, although not all of them met the five percent criteria; in some cases, the reductions offered were highly infeasible.

3. We must now again re-evaluate our staffing situation. The Agency is already committed to the position that a cut can be made without causing a political flap, any serious disruption of our work, or affect on the viability of this Agency. Our job is to prove these contentions.


4. I think the best way of attacking the problem is by asking each of you to resubmit your thoughts as to where reductions might be made. I hope you will consider both your own areas and also those activities which cut across the Directorate lines.

5. In order to stay away from quotas, I ask that each of you make a real effort to provide answers to the questions on the first sheet of this package. Attached is a first set of questions which each Directorate is asked to address. In addition, there are attached

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questions designed to direct your attention to specific areas in your organizations which seem to me to need review. You may or may not agree with my choices, but I ask that you look at these matters.

6. This is an important exercise. The decisions finally made on personnel will also affect the dollar changes we have to make both this year and next. Some of these decisions could also change the way we go about our business. I would like to have your replies by close of business 22 December.

  
W. E. Colby  
Executive Director-Comptroller

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Attachments:

Personnel Reduction Exercise - Questions for all Directorates  
Individual Directorate Matters